



JOB POSTING

Assistant Director of Housing Recovery Programs, Sandy Recovery Division

Unclassified Position

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy

The DCA is seeking an Assistant Director of Housing Recovery Programs to manage the planning and implementation of housing recovery initiatives. A new interim division is to begin operations immediately and expected to remain operational through September 30, 2017.

POSTING NUMBER:	HR-0014	ISSUE DATE:	March 19, 2013
TITLE:	Assistant Director of Housing Recovery Programs	CLOSING DATE:	April 5, 2013
DIVISION / UNIT:	Office of the Commissioner	SALARY RANGE:	\$95,000 – \$105,000
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	NATIONWIDE
POSITIONS:	1		

DESCRIPTION OF MAJOR DUTIES:

Under the direction of the Division Director, Sandy Recovery Division and the Commissioner of the Department of Community Affairs, the Assistant Director of Housing Recovery Programs will oversee the allocation and use of recovery funds in observance of federal and state statutory requirements, regulations and policies, to assist homeowners impacted by Superstorm Sandy. Apply knowledge of federal housing programs, CDBG-DR, FEMA and New Jersey housing initiatives to coordinate in the planning and implementation of housing recovery initiatives. The position is responsible for planning, organizing and directing day-to-day management and maintenance operations of the housing programs. Oversee the design and implementation of the CDBG-DR housing programs, to include either direct management or coordination with partner agencies of the following proposed programs, in a manner consistent with program regulations, and DCA policies and procedures: Homeowner reconstruction, rehabilitation, elevation and mitigation, Small Rental Program, Multifamily rental program, Homebuyer assistance programs. Monitor production and performance of sub-recipients and contractors; and prepare updates and status reports for a variety of internal and external audiences. Serve as liaison between various agencies and government officials.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree. Master's degree preferred.

EXPERIENCE:

Six (6) years of experience in a public or private organization involved in programs providing social/community services to a specific client population, three (3) years of which shall have involved management responsibilities, including responsibility for budget/fiscal affairs.

PREFERRED QUALIFICATIONS:

Experience in management of housing programs, urban planning, public administration, housing finance and development, or redevelopment highly desired. Documented and specific experience in overseeing the implementation of compliance requirements for CDBG programs. Experience with program tracking and evaluation preferred. Candidates must demonstrate strong communications and leadership skills and the ability to manage workflow and staff. The State of New Jersey seeks to fill this position quickly, with consideration given to individuals immediately available for employment.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0014
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer